

Minutes
CDC/ATSDR Occupational Health and Safety Committee
March 29, 2001
Chamblee Campus, Building 102

In Attendance: Kathi Kellar, NCID (Chair); Amanda Stoddard, ATSDR (Vice Chair); Bob Hill, OHS (Executive Secretary); Joanne Jones, OHS; Cherry Goodridge, AFGE; Stirling Close, EPO; Mark Jackson, NCIPC; Joyce Rodriguez, NCEH; Gerald Cooper, NCEH; Jim Roppo, PHPPO (via telephone); Mike McDonough, NCID; Harry Marsh, FPPMO; Bud Zebehazy, PSA; Kymber Williams, NCCDPHP; Jerry Gardner, FEO; Pat Blackwell, OHS (Clinic Medical Director); Allison Squires, NIOSH - Cincinnati (Envision); Frank Godbey, NIOSH - Cincinnati (Envision); Dan Browning, NIOSH - Morgantown (Envision)

CIOs with No Member Attending: OD; RPSMA; NCHS; NIP; DCMO; NCHSTP

Meeting Summary

After introductions of all attending members, Kathi Kellar reviewed the action items from the last meeting: 1) Amanda Stoddard was to send out Charter for review, comments, and any suggested need for revision; 2) Kathi Kellar would review procedures for email deletions (to find out how we might prevent people from deleting emails regarding safety); 3) Communication Subcommittee to devise an email from Ginny Bales or Dr. Koplan regarding the importance of the new Amended Safety Training Policy; 4) Awards - needed to respond to CDC Honor Awards nominations by the next day (not enough time);

Kathi Kellar asked if there were any changes to the last minutes. No one had any suggestions and the minutes were accepted unanimously.

OHSC Charter: There was a general discussion of the need to extend the terms of office of the members, the chair, and the vice chair. Mike McDonough reported that he did not think 2-year terms were a good idea and the terms were appropriate as they are now. Kathi Kellar said that the responsibilities are spread around now and this seems to work well. The consensus was that this was not necessary.

Bud Zebehazy indicated there were a lot of loose ends that need to be completed. He wanted to know if OHSC Subcommittees could go back to other CIO Safety Committees for help. Mike McDonough indicated this was not a good idea since they were already overwhelmed.

Bob Hill asked if it was clear that OHSC members should be communicating information from the OHSC to their CIOs and CIO Safety Committees. Members should continue to do so, but Bob Hill proposed to send out minutes to CIO management to keep them informed and would include a list of safety committee representatives.

Mike McDonough questioned the need for the member and the alternate to be present. Kathi Kellar indicated that we need all the help we can get.

Cherry Goodridge discussed the union statement and decided that it was okay. Kathi Kellar indicated that we need to look at who should vote (all members or exclude ex-officios?).

The charter should be reviewed every 3 years.

Mike McDonough will send something on the purpose of setting up safety committees. Joanne Jones has a memo from Walt Dowdle concerning this and she will provide that.

Amanda Stoddard will incorporate the comments and suggested changes and send the revised Charter back out for review. She must receive comments by April 23.

There was general discussion about how to improve membership attendance.

ACTION: Kathi Kellar will send out the agenda each month and include the telephone bridge or envision that is available. Members and alternates are to be included.

ACTION: Jim Roppo will arrange for the telephone bridge.

Safety Emails: HRMO does not send out safety emails. OPS Announcements include many things, perhaps safety, and these can be automatically deleted. OHS Announcements cannot be automatically deleted.

Letter to All Employees Regarding Safety Training Policy: Kymber Williams indicated that her subcommittee will arrange a letter or email when the policy is corrected. It is still being reviewed and finalized.

ACTION: Send out handouts from meeting to Jim Roppo, Frank Godbey, Alison Squires, and Dan Browning.

Subcommittee Reports:

Subcommittee on Communications - Kymber Williams said their subcommittee had nothing exciting to report. They were having trouble finding time to meet. They were preparing an announcement on the Training Amendment. They will contact Matt Sones to put snippets about the OHSC into the OHS newsletter.

Subcommittee on Reproductive Health - Mark Jackson reported that the committee met last Friday and he distributed the first draft for comments (due by April 13). They will meet on April 20 and hope to have the draft by the next OHSC meeting on April 26. Mark will email the draft to the whole committee. He will add Rob George (new NCID chair).

Subcommittee on Policy Monitoring - Bud Zebehazy reported that this subcommittee had met and reviewed the ideas generated at the retreat. He indicated that they had broken down ideas into workable items, and must still determine how to approach them. The subcommittee needs to get with OHS representatives about the status of the various policies. In regards to the Ergonomic Policy, Cheryl Shaw (previous member) had provided her files to Bob Hill. He will provide those to Bud Zebehazy. In regards to the Corridor Policy, some CIOs, particularly NCID, because of a flurry of moves into the new building, were constantly waiving compliance with the policy. There is difficulty in getting things picked up. Catwalks are being filled with

excess equipment and there is often no paper work accompanying the items.

Dr. Cooper indicated that Dr. Jackson, NCEH Director, had a very effective safety program, that included their Safety Committee as a component. The Safety Management Program takes over problems and works with Joyce Rodriguez to resolve the problems. What is needed is initiative on the part of the Safety Representatives to resolve this problem of compliance with the policies.

Visitors in the Workplace Policy - Bob Hill reported that the EPC and OD management will meet to discuss this policy one more time.

Training Amendment - Bob Hill reported that the EPC and OD management will meet to discuss this policy one more time.

Other Items: Bob Hill reiterated the need to identify people or organizations that merit recognition for safety. Joyce Rodriguez provided a nomination for NCEH Division of Laboratory Sciences for its division wide chemical cleanup program. Kathi Kellar noted the need to track training and to develop a data base for this. We should contact Peggy Taylor about this. Mike McDonough reported that the present system misses and does not track non-FTEs (visiting scientists, students, etc.). We need to find a way to include everyone.

Cherry Goodridge noted that HRMO is supposed to announce the requirement for taking the Safety Survival Skills to all new employees, but they do not do this. The OHSC needs to find out how to remedy this situation and try to get a new employees listing.

ACTION: Kathi Kellar will send out a new updated OHSC membership.

ACTION: Bob Hill will contact the new Center (Birth Defects) to get a new member representative for the OHSC.